

FYI: Form Turn in Schedule for Mentors and Interns (Aug 09)

All forms can be accessed through First Class in the Mentor Conference folder.

Mentor Responsibilities:

1. **Turn in Monthly Mentor/Intern Log (Monthly)** - Send to the Mentor Teacher Coordinator at the **end of each month** (email or interoffice mail). Provide Intern with a copy for their record.
2. **Complete intern/Mentor Growth Plan** - Complete with intern
 - Send a copy to the Mentor Teacher Coordinator after each update. Both Intern and Mentor keep a copy for their record.
2. **Complete Quarterly Observation of Interns (Quarterly)** – Use release time available to conduct quarterly observations.
Be sure to complete all observations before the Intern's administrative observations.
 - Use a pre observation and post observation guide form with your Intern. Intern keeps for his or her record.
4. **Review & Discuss Intern Monthly Reflections** – Interns will complete **Monthly Self Reflections** to review with his or her mentor.

Intern (New Teacher) Responsibilities:

1. **Complete Critical Attributes For the Effective Teacher Inventory & Growth Plan** – Complete the initial evaluation in Aug/Sept.
 - You will use page #5 of the form to set your Growth Plan Goals with your Mentor.
 - Turn in the **completed form** to the Mentor Teacher Coordinator at the first intern meeting.
2. **Complete Monthly Self Reflection** – Complete **each month** to reflect on your instructional growth. You are to review and discuss these reflections with your mentor.